

## Job Description ALTA-1 Teacher

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### **Primary Role**

The primary role of a teacher at Alta-1 College is to provide leadership of an Alta-1 campus through the best possible delivery of education and duty of care for each student in the light of the values and objectives of Alta-1 College.

### **Nature of Role**

The role of an Alta-1 College teacher is built around the following domains:

- Campus leadership and management
- Staff management
- Curriculum management and development
- Teaching practice
- Student behaviour management
- Student pastoral care
- Parental engagement
- Extra curricular involvement

### **Responsibilities of the Role**

Professional responsibilities:

- Teachers are responsible for all students enrolled at their campus.
- Teachers are responsible to lead and manage all members of staff at their site.
- Teachers are responsible for the maintenance of collegial and professional relationships with other members of the staff across Alta-1 College.
- Teachers are expected to be proactive in supporting the Christian ethos of Alta-1 College.
- The specific duties required of teachers within Alta-1 College include the following:

### **Campus Leadership and Management**

▪ Shares and communicates the college's vision, maintaining the developmental direction of the school.
▪ Contributes effectively to campus development.
▪ Communicates and models exemplary standards of professional conduct.
▪ Keeps accurate records of student attendance, progress and assessment.
▪ Effectively manages campus budget set by leadership.
▪ Initiates and fosters relationships with personnel from referring schools, agencies and bodies.
▪ Follows up enrolment leads in liaison with leadership and administration.
▪ Achieves enrolment targets set by leadership.
▪ Effectively manages weekly staff meetings.
▪ Proactively fosters and nurtures the relationship with the partner church.

### **Staff Management**

▪ Cares pastorally for campus staff members.
▪ Delegates responsibilities to campus staff members according to their strengths, abilities, and passions.
▪ Facilitates opportunities for campus staff members to grow professionally.
▪ Provides regular feedback to campus staff members eg via weekly feedback session, informal chats, performance reviews.
▪ Fosters high team morale amongst campus staff members.
▪ Manages conflict between campus staff members effectively.
▪ Effectively performance manages campus staff as required.

### **Curriculum Management and Development**

▪ Coordinates the implementation of the college's assessment policy.
▪ Utilizes student performance data to guide curriculum improvement.
▪ Ensures Individual Education Plans are developed and updated every semester for each student.
▪ Participates in the creation, development and evaluation of curriculum within the college.
▪ Demonstrates awareness of existing resources including Learning Technologies and, where possible, participates in the creation, development and evaluation of resources for the implementation of the curriculum.

### **Teaching Practice**

▪ Adheres to Alta-1 principles of teaching and learning.
▪ Promotes an environment of dynamic, active and genuine learning.
▪ Employs a variety of effective teaching strategies to successfully implement the curriculum.
▪ Differentiates the curriculum to ensure the needs of all individuals are met.
▪ Gives adequate time to lesson planning and organisation.
▪ Is aware of course requirements and their directions.
▪ Reflects on the effectiveness of teaching strategies used.
▪ Monitors each student and informs students of their progress.
▪ Submits lesson plans and records to the Regional Manager as required.
▪ Writes formal academic reports that conform to school guidelines.
▪ Supplies college administration with updates on student course enrolments, withdrawals and results in a timely and accurate manner.
▪ Liaises with the appropriate support staff in the implementation of the curriculum.
▪ Communicates clearly and positively with students.
▪ Demonstrates the seven AITSL Professional Standards for Teachers.

### **Student Behaviour Management**

▪ Is fully conversant with policy/ procedures.
▪ Keeps school and college administration informed of student movements.
▪ Maintains appropriate levels of supervision and standards of behaviour from students to ensure that activities are safe for student participation.
▪ Promptly informs parents/carers of any behavioural issues.

### **Student Pastoral Care**

▪ Cares for students in a way that reflects the college's values.
▪ Displays sensitivity to students experiencing personal, social or organisational problems.
▪ Liaises with colleagues, parents (guardians) and external agencies concerning the group and its individual members.
▪ Ensures that all recovery activities are pursued in a manner consistent with the college's values.
▪ Encourages students to be active participants in the recovery programs.

**Parental Engagement**

▪ Responds positively to parental inquiries.
▪ Promotes a positive school image.
▪ Manages complaints appropriately and within policy/ procedures.
▪ Monitors and guides preparations for parent nights.
▪ Maintains good communication with parents concerning the progress of their child.

**Extra Curricular Involvement**

▪ Participates in professional development activities organised by the college.
▪ Participates in professional development activities arranged by self, according to interest and professional improvement, as negotiated with Regional Principal.
▪ Organises and participates in student excursions linked to the teaching and learning program.
▪ Organises and participates in campus camps.
▪ Participates in whole college camps as directed by the Regional Principal.
▪ Participates in parent interview evenings as directed by Regional Principal.
▪ Participates fully in annual staff retreat.
▪ Participates in awards nights.
▪ Other duties as directed by Regional Principal.

**Reporting Relationship**

Teachers are responsible to their Regional Principal for the general discharge of all their duties.

**External Relations**

Public relations (eg. Contact with the media, police) and contact with general external agencies is the responsibility of the College Executive Principal or delegate.

## **SELECTION CRITERIA – TEACHER**

### **Section 1 – Essential**

1. To have a personal faith and commitment to the Lord Jesus Christ.
2. To attend Church on a regular basis.
3. To maintain a lifestyle consistent with Christian profession.
4. To be registered with the Teacher Registration Board of WA.
5. To meet the requirements to be granted a Working With Children Check.
6. To have previous, relevant teaching experience.
7. To be able to demonstrate a passion for and commitment to working with at-risk adolescent students.
8. To be able to demonstrate effective communication and conflict resolution skills, relevant for managing relationships with parents, students and colleagues.
9. To be able to demonstrate familiarity with a variety of teaching and learning strategies to meet individual students' needs and educational objectives.

### **Section 2 – Desirable**

1. Previous, educational leadership and/or management experience.
2. Previous, relevant youth work experience.
3. Previous successful team leadership.
4. Previous experience developing Individual Education Plans.
5. An understanding of Christian education.